



City of Tukwila ADA Transition Plan



December 2016



CITY OF TUKWILA

6200 Southcenter Boulevard
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TukwilaWA.gov

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WHAT TRANSPORTATION CAN BE.

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EXECUTIVE SUMMARY

This Americans with Disabilities Act Self-Evaluation and Transition Plan establishes the City of Tukwila's ongoing commitment as an all-inclusive community to providing equal access for all, including those with disabilities. In developing this plan, the City of Tukwila has undertaken a comprehensive evaluation of its right-of-way facilities and programs to determine what types of access barriers exist for individuals with disabilities. This plan will be used to help guide future planning and implementation of necessary accessibility improvements.

Both the Self-Assessment and the Transition Plan are required elements of the federally mandated ADA Title II, which requires that government agencies provide equal access to programs and services they offer. While the ADA applies to all aspects of government services, this document focuses exclusively on the public right-of-way which includes sidewalks, curb ramps and pedestrian push buttons.

This document summarizes the Self-Assessment, which includes an accessibility assessment of pedestrian facilities as well as practices and procedures which relate to them such as curb ramp design standards. It also contains a Transition Plan, which identifies a schedule for the removal of barriers and identifies how the City will address requests for accommodations in a consistent manner.

Based upon the self-assessment, planning-level cost estimates and available financial resources, the City of Tukwila anticipates the removal of the highest priority barriers within the first two years of the plan's adoption. With \$200,000 programmed in the CIP per year towards ADA improvements over the next 5 years and ensuring ADA compliance of all capital improvements projects, private development and other right-of-way construction, the City of Tukwila's objective is to address all known deficiencies within 20 years.

1 INTRODUCTION

1.1 PLAN REQUIREMENTS

The Americans with Disabilities Act (ADA) was enacted on July 26, 1990, and provides comprehensive civil rights protections to persons with disabilities in the areas of employment, state and local government services, and access to public accommodations, transportation, and telecommunications.

Cities and other government agencies are required to have an ADA self-assessment and transition plan when they grow beyond a threshold of 50 full-time equivalent employees, which includes the City of Tukwila. There are a number of different transition plans a city must conduct, with this one focused solely on accessibility within the public right-of-way. Lack of an ADA transition plan can prompt legal action from the Department of Justice, which oversees federal ADA compliance or can result in loss of Federal Highway Administration grants for transportation projects.

There are five titles or parts to the ADA of which Title II is most pertinent to travel within the public right-of-way. Title II of the ADA requires Public Entities to make their existing “programs” accessible “except where to do so would result in a fundamental alteration in the nature of the program or an undue financial and administrative burden.” Public rights-of-way are part of the City’s program.

This effort was initiated by the City of Tukwila to satisfy the requirements of ADA Title II Part 35, Subpart D – Program Accessibility § 35.150 (d)(3) which states:

The plan shall, at a minimum—

- (i) Identify physical obstacles in the public entity's facilities that limit the accessibility of its programs or activities to individuals with disabilities;*
- (ii) Describe in detail the methods that will be used to make the facilities accessible;*
- (iii) Specify the schedule for taking the steps necessary to achieve compliance with this section and, if the time period of the transition plan is longer than one year, identify steps that will be taken during each year*
- (iv) Indicate the official responsible for implementation of the plan.*

The US Access Board is an independent federal agency created in 1973 to ensure access to federal funded facilities.

The US Access Board's Proposed Guidelines for Pedestrian Facilities in the Public Right-of-Way, or PROWAG, was published for comment in 2011 but has not been adopted. Despite this delay, many cities currently use the 2011 proposed guidelines as their standards. When PROWAG is eventually adopted by United States Department of Justice (USDOJ), it will become an amended section to the 2010 ADA Standards, which is the document in which all federal ADA standards are collectively documented within. The facilities evaluated under this plan were compared to the 2011 PROWAG.

Other City facilities such as buildings, playground and pools are also subject to Title II program accessibility requirements but are governed under other ADA standards, not the PROWAG.

1.2 PLAN STRUCTURE

The structure of this plan was organized to closely follow federal ADA transition plan requirements. This includes:

- **Chapter 2** - Documents self-assessment findings including physical barriers as well as practices or design standards that result in accessibility barriers.
- **Chapter 3** - Documents public engagement efforts.
- **Chapter 4** - Describes both programs and mechanisms the City will use to remove accessibility barriers and identifies a number of detailed recommendations the City should implement to remove accessibility barriers moving forward. One of these recommendations includes appointment of an official responsible for implementation of this transition plan.
- **Chapter 5** - Outlines a schedule for the transition plan, including prioritization of projects, planning level cost estimates and potential funding sources.
- **Chapter 6** - Provides the City with a location to store important and evolving plan information such as where and how this plan should be accessible, annual performance tracking, identification of the official responsible and other items that will change over time.

Best practices were identified and incorporated throughout the planning process beginning with the Scope of Work. In addition, key best practices are highlighted throughout the document as call-out boxes.

A number of appendix items are included separately:

- **Appendix A** – Open House Materials
- **Appendix B** – Self-Assessment Barrier Map
- **Appendix C** – Self-Assessment Asset “Mapbook”
- **Appendix D** – Barrier Audit

- **Appendix E** – Cost Estimate Backup
- **Appendix F** – Maximum Extent Feasible Documentation Template
- **Appendix G** – Grievance Process
- **Appendix H** – APS Policy

2 SELF-ASSESSMENT

Title II of the Americans with Disabilities Act (ADA) requires that jurisdictions evaluate services, programs, policies, and practices to determine whether they are in compliance with the nondiscrimination requirements of the ADA.

This section describes the data collection process and resulting inventory of sidewalk and curb ramp facilities within the City of Tukwila public rights-of-way. To inventory the existing sidewalk and curb ramp facilities in both a cost-effective and accurate way, Transpo Group and City staff worked in coordination throughout the inventory and self-assessment process. The inventory and self-assessment is described in these sections.

2.1 POLICY ASSESSMENT

The City of Tukwila primarily addresses planned pedestrian facilities in the Walk and Roll Non-Motorized Plan (2009), Transportation Element (2015), and in the City's Municipal Code. To determine what ADA programs, policies, and practices are currently being implemented, the previously mentioned sources as well as Transportation 2040 (PSRC, 2010) and Countywide Planning Policies (King County, 2012) were reviewed.

2.1.1 Method

The documents mentioned above were reviewed for content involving existing ADA programs, policies, and practices including any PSRC or county requirements that may be in place. ADA-related content was then compiled to see how they compare to one-another. ADA practices and designs are discussed in section 2.2.

2.1.2 Findings

The Tukwila Municipal Code (TMC) contains two codes pertaining to ADA compliance and design. TMC 11.12.140 states that all street improvements and non-motorized facilities shall be designed and constructed to meet the intent of the ADA. The code also states that all curb ramps shall be in compliance with State laws and Federal guidelines. These codes are the primary source that details ADA requirements in the City. Policies found in other documents are more general in nature, such as policy 13.2.11 of the Transportation Element which says that intersections and sidewalks should promote pedestrian safety and foster walking as a viable mode of transportation. The Transportation Element also refers to the City's Walk and Roll Plan, though ADA programs, policies, and practices are not directly discussed in the Walk and Roll Plan.

2.2 PRACTICES AND DESIGN STANDARDS

Practices and design standards that meet accessibility standards are essential to ensure new or upgraded pedestrian facilities are accessible and that these upgrades contribute to the removal of accessibility barriers throughout the City. This section summarizes a review of City practices and design standards for barriers and includes major findings of this work. Complete documentation of this work can be found in Appendix D. The audit was conducted in November of 2015.

2.2.1 Method

The City of Tukwila maintains adopted design standards for pedestrian facilities. These standards are used for City funded projects as well as privately designed and constructed projects within the public right-of-way. Street design standards included in the Fourth Edition of the Infrastructure Design and Construction Standards (City of Tukwila, April 2010) were audited for compliance with ADA guidelines found in Public Rights-of-Way Accessibility Guidelines (US Access Board, 2011), WSDOT Design Manual (WSDOT, 2013), and WSDOT Field Guide for Accessible Public Right-of-Way (WSDOT, 2012).

2.2.2 Findings

As a result of the ADA barrier audit, a number of changes to the current City standards are recommended to comply with ADA requirements. These recommendations are grouped into four categories: Sidewalks, Crosswalks, Curb Ramps, Signals, and Other Pedestrian Areas and can be found in Appendix D.

2.3 PHYSICAL BARRIER ASSESSMENT

2.3.1 Data Collection

The self-assessment included a robust data collection effort that included 24 different attributes for sidewalks, 20 attributes for curb ramps, 13 attributes for signal push buttons, and 5 attributes for locations where curb ramp appear to be missing. Attributes were collected in the field with a team of six staff that covered ADA facilities in the City of Tukwila over a six-week period. The following sections describe the methodology for collecting data for the self-assessment.

Appendix B includes the data collection inventory maps. Note that all maps are as of September 2015, and the City will work to actively maintain this database in the future.

2.3.1.1 Field Training

Transpo Group trained IDAX staff to conduct data inventory using iPad units with GIS geodatabase information. Attributes for the City's

sidewalks, curb ramps, and signal push-buttons were collected in October 2015.



Data collection in the field

The orientation training included work sessions that fully defined the study purpose and specific sidewalk, curb ramp, and signal push-button characteristics to be inventoried. The training also included demonstration of the use of the iPad units and Collector for ArcGIS application to measure and record specific sidewalk, curb ramp, and signal push-button characteristics.

IDAX staff then conducted field and data collection under supervision to ensure consistent and accurate measurement of sidewalk and curb ramp measurements as well as correct recording of information using a GIS database.

2.3.1.2 Process

Data collection staff were provided iPad units with the Collector for ArcGIS application installed, tape measure (to measure sidewalk and curb ramp dimensions), and a smart level to efficiently and

accurately measure sidewalk and curb ramp slopes. For sidewalks, the predominant sidewalk characteristic was recorded for the length of the block from one intersection to the next.

Each existing curb ramp or street corner with missing curb ramps were recorded individually. When measures of the same attribute, such as flare slope (each ramp has two flares), differed, the worst measure for accessibility was recorded. The physical inventory included;

- over 70 miles of existing sidewalks
- approximately 440 signal push-buttons
- approximately 1,000 curb ramps

2.3.1.3 Quality Control

Pre-planning for the physical inventory effort included the identification of regular quality control and evaluation of the raw data. Initial review of the raw data was provided by Transpo Group. City Staff also reviewed data. Data discrepancies or errors, including missing data, were identified and coordinated with staff to re-inventory problem areas. As with all manual data collection, a few small inconsistencies occurred during data collection, mainly regarding default values when inputting inventory. Secondary data collection efforts to replace questionable or missing data were conducted and addressed the most significant issues.

2.3.2 Findings

The following sections detail the primary barriers inventoried and analyzed for ADA compliance. State and Federal regulations dictate that curb ramps and sidewalks be ADA compliant. The findings conclude that a majority of the pedestrian curb ramp and sidewalk facilities are in need of improvement to meet requirements.

2.3.2.1 Curb Ramps

The majority of the existing curb ramps are non-compliant based on current ADA requirements. Non-compliance is often primarily attributable to:

- The top landing is either missing or of inadequate width;
- The ramp width is too narrow; or
- The ramp running slope is too steep.

The construction of many of the non-compliant ramps preceded implementation of ADA requirements. Leeway is given in the PROWAG to road grades and existing roadway geometric design, recognizing that in some circumstances the curb ramp can only be built to PROWAG requirements to the maximum extent feasible.

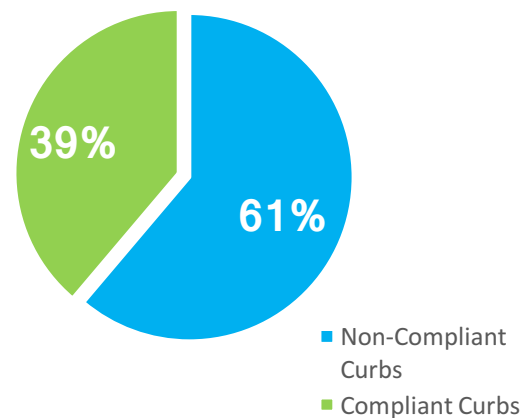
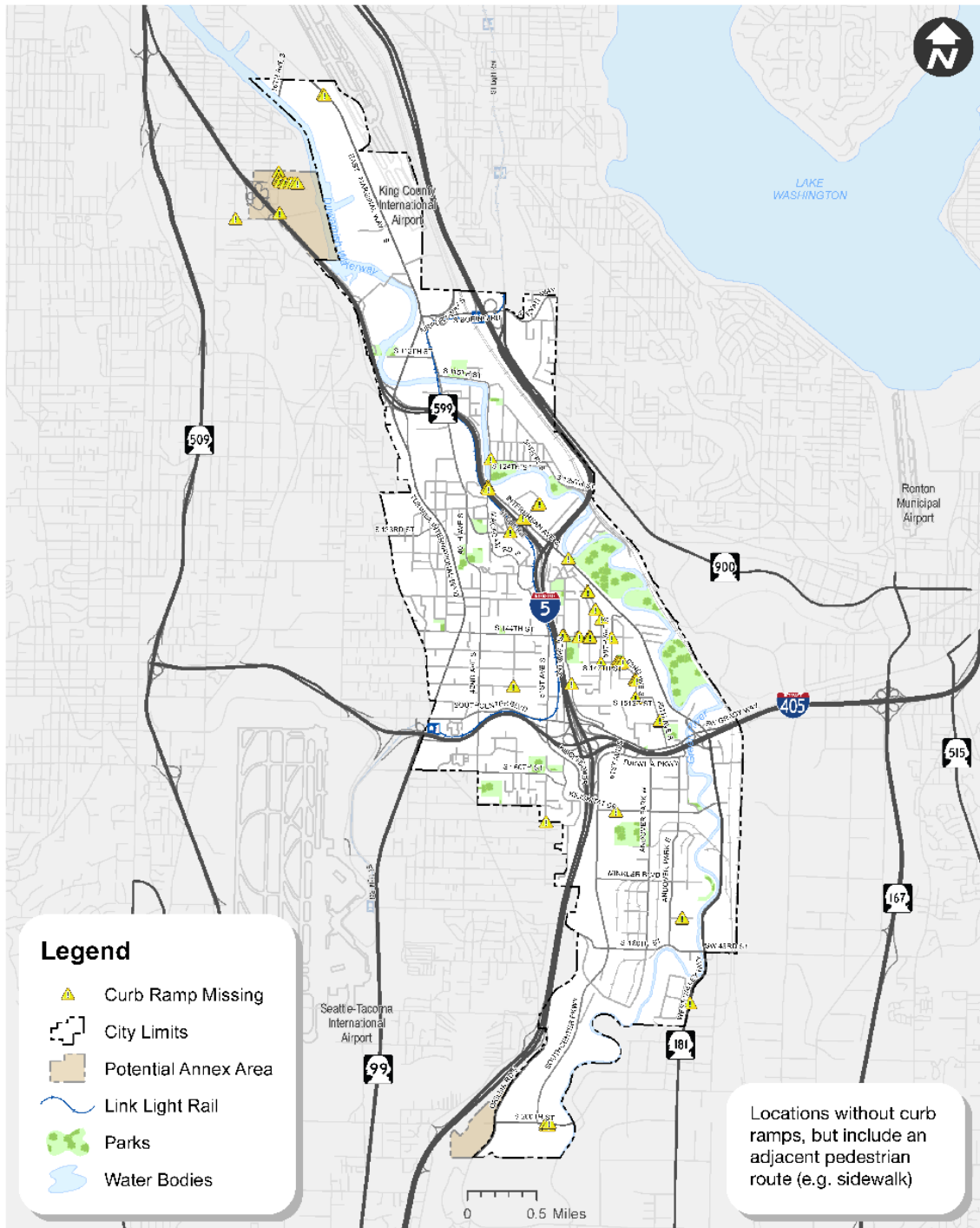


Figure 2-1 [Preliminary] Locations with substandard ramp landings, ramp widths, or ramp slopes



Curb Ramp Missing

Tukwila ADA Transition Plan

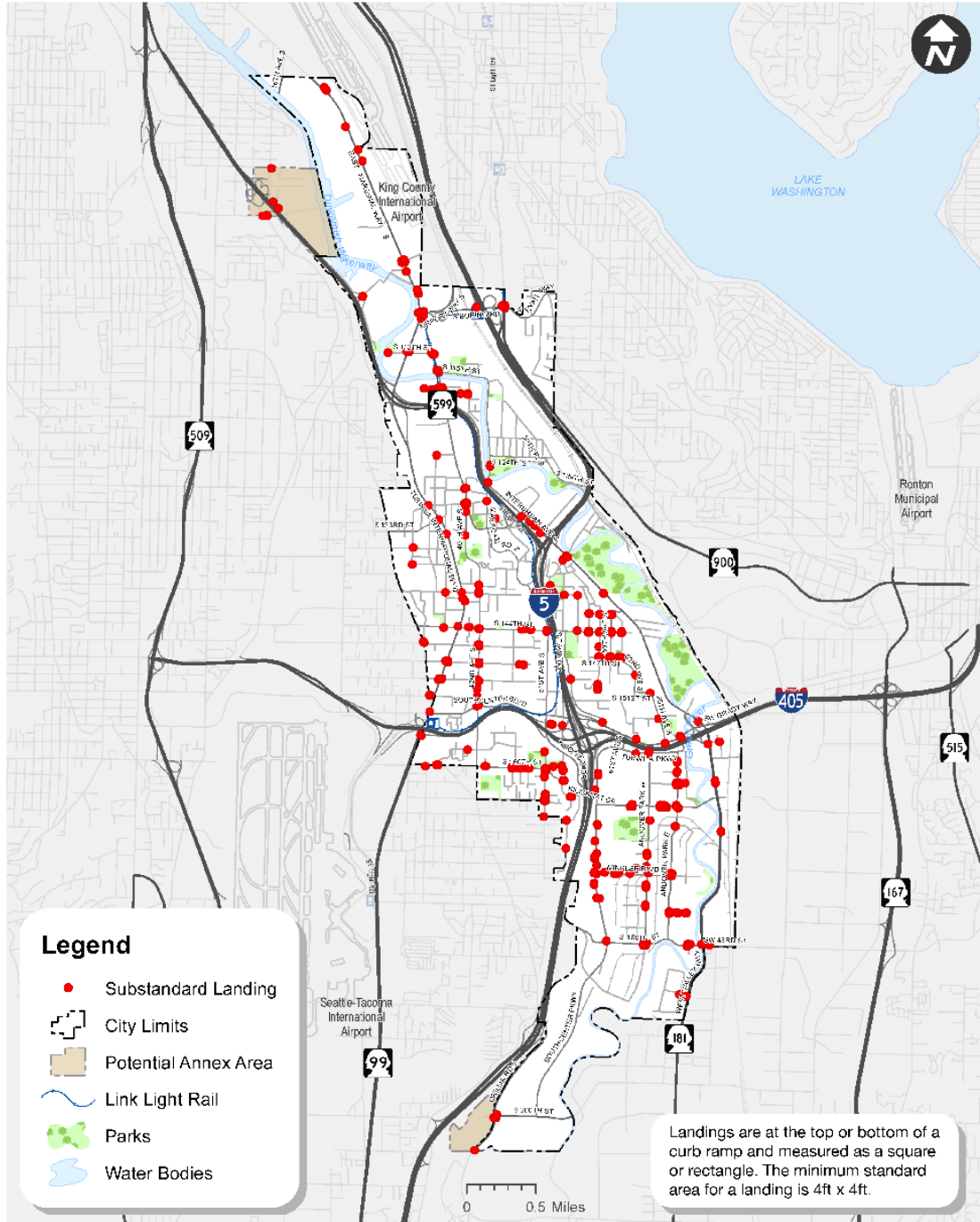
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FIGURE

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Curb Ramps: Substandard Landings

Tukwila ADA Transition Plan

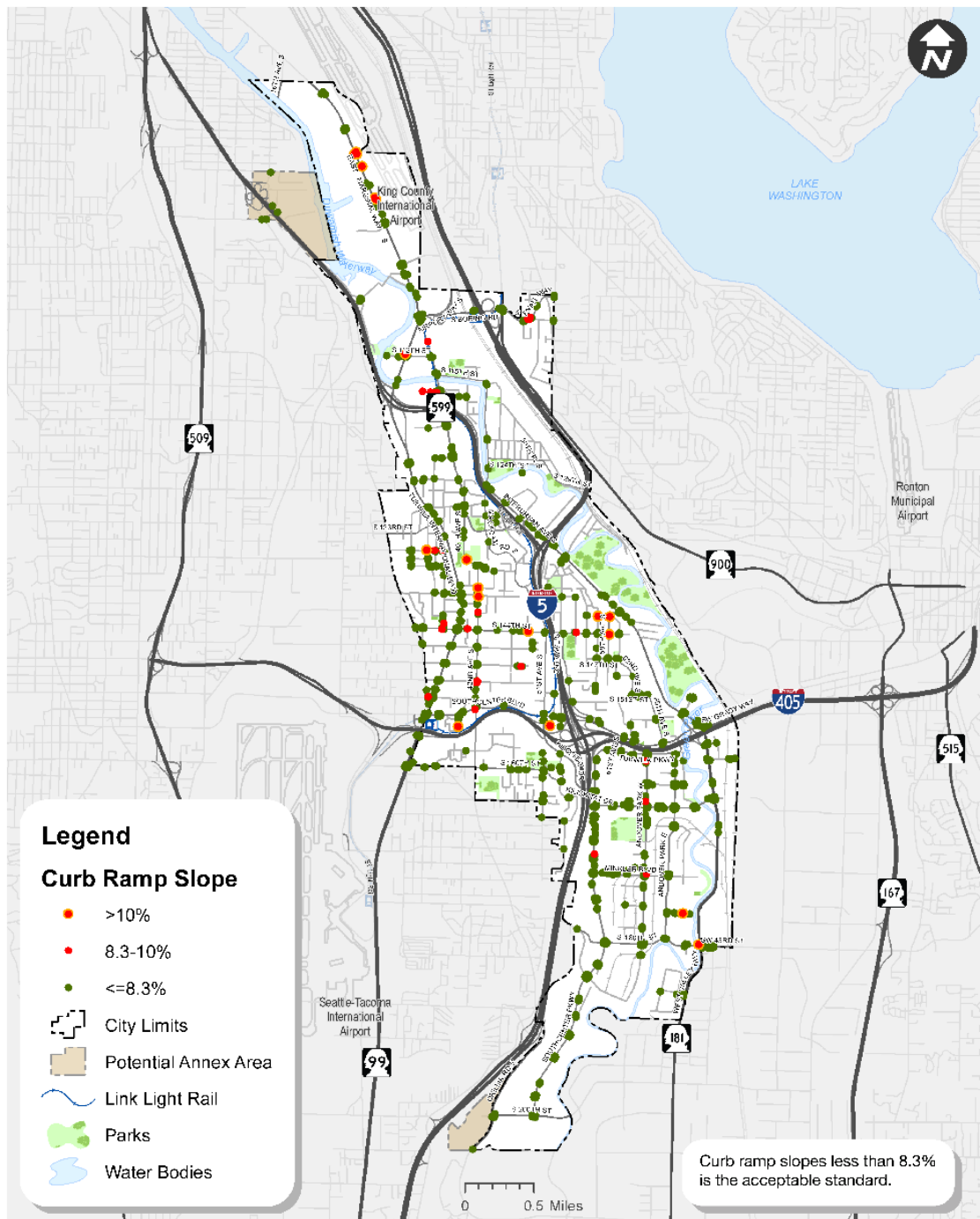
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FIGURE

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Curb Ramp Slope

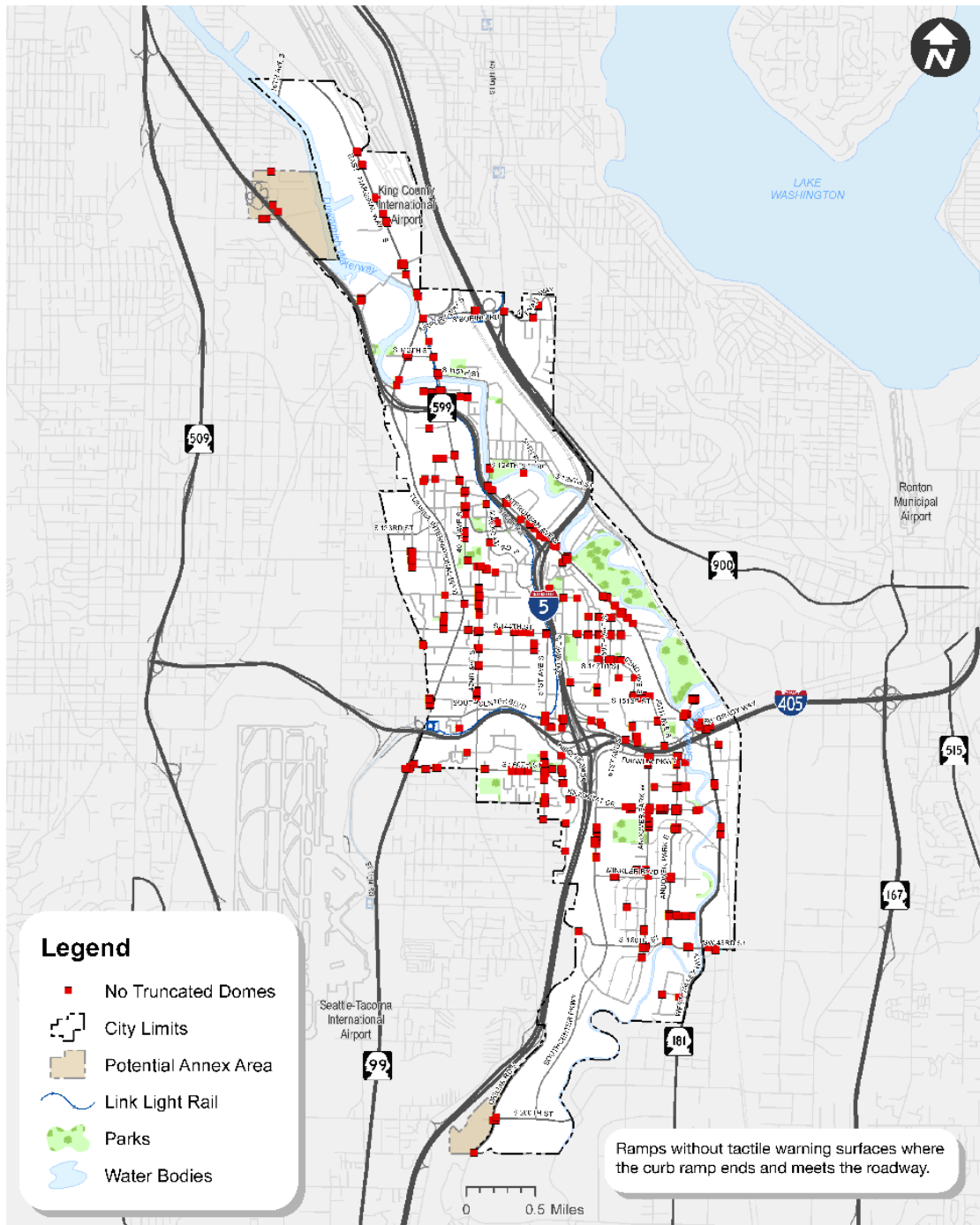
Tukwila ADA Transition Plan

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FIGURE
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Curb Ramps: No Truncated Domes

Tukwila ADA Transition Plan

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FIGURE

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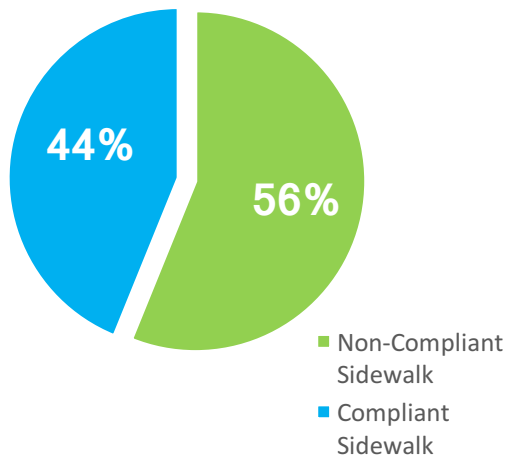


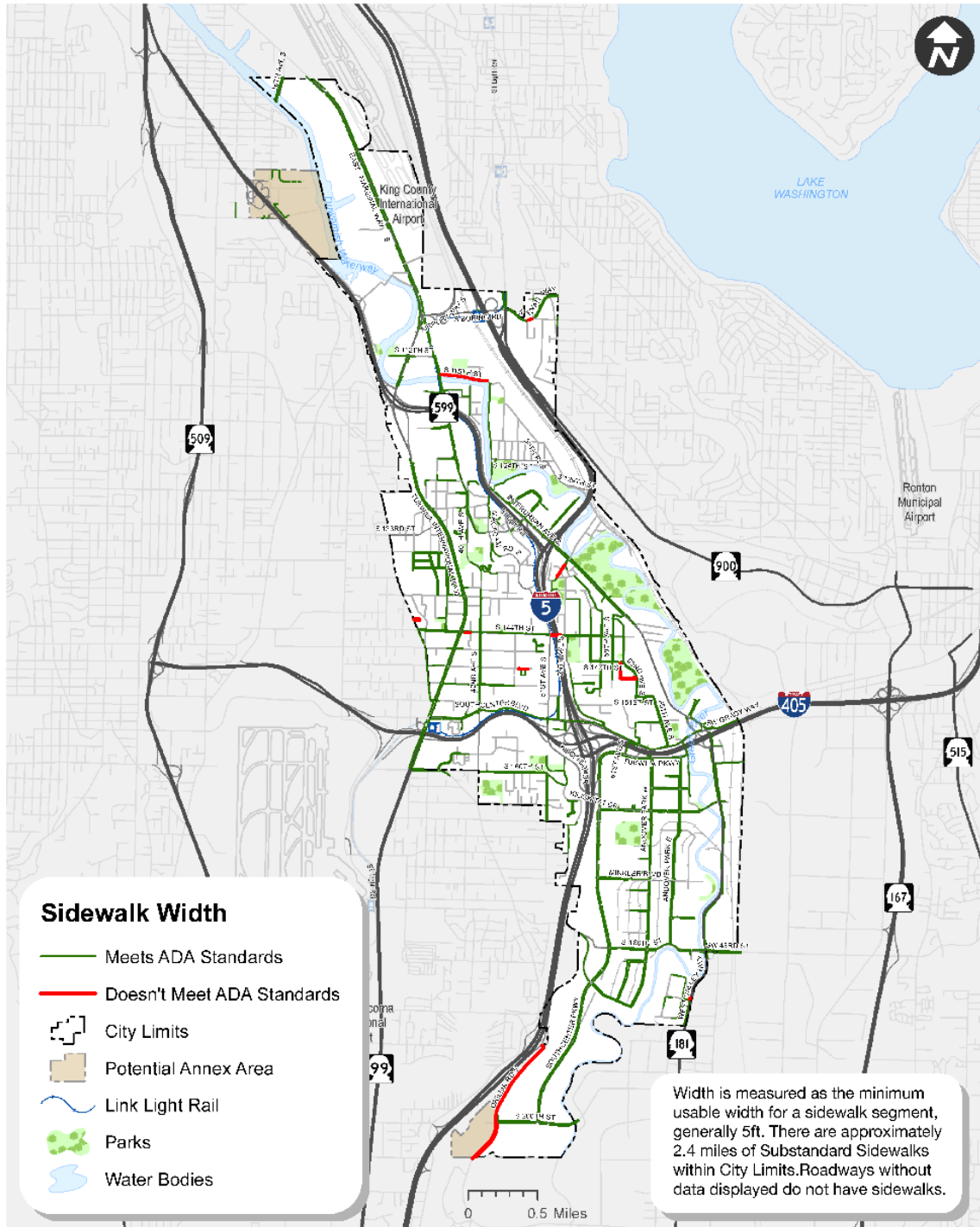
Figure 2-7 Locations with substandard cross slope, vertical discontinuity, fixed objects, or sidewalk width

2.3.2.2 Sidewalks

Several miles of sidewalks in the City of Tukwila are non-compliant based on ADA requirements. Non-compliance is often primarily attributable to:

- The sidewalk width is too narrow
- The sidewalk has a fixed object that impedes required usable pedestrian space
- Non-compliant driveways intersect the sidewalk
- The cross slope of the sidewalk is too steep
- The sidewalk has locations of cracking and heaving that create vertical discontinuities.

While the construction of narrow sidewalks may have preceded implementation of ADA requirements, many of the non-compliant sections of existing sidewalks may be attributable to deferred maintenance.



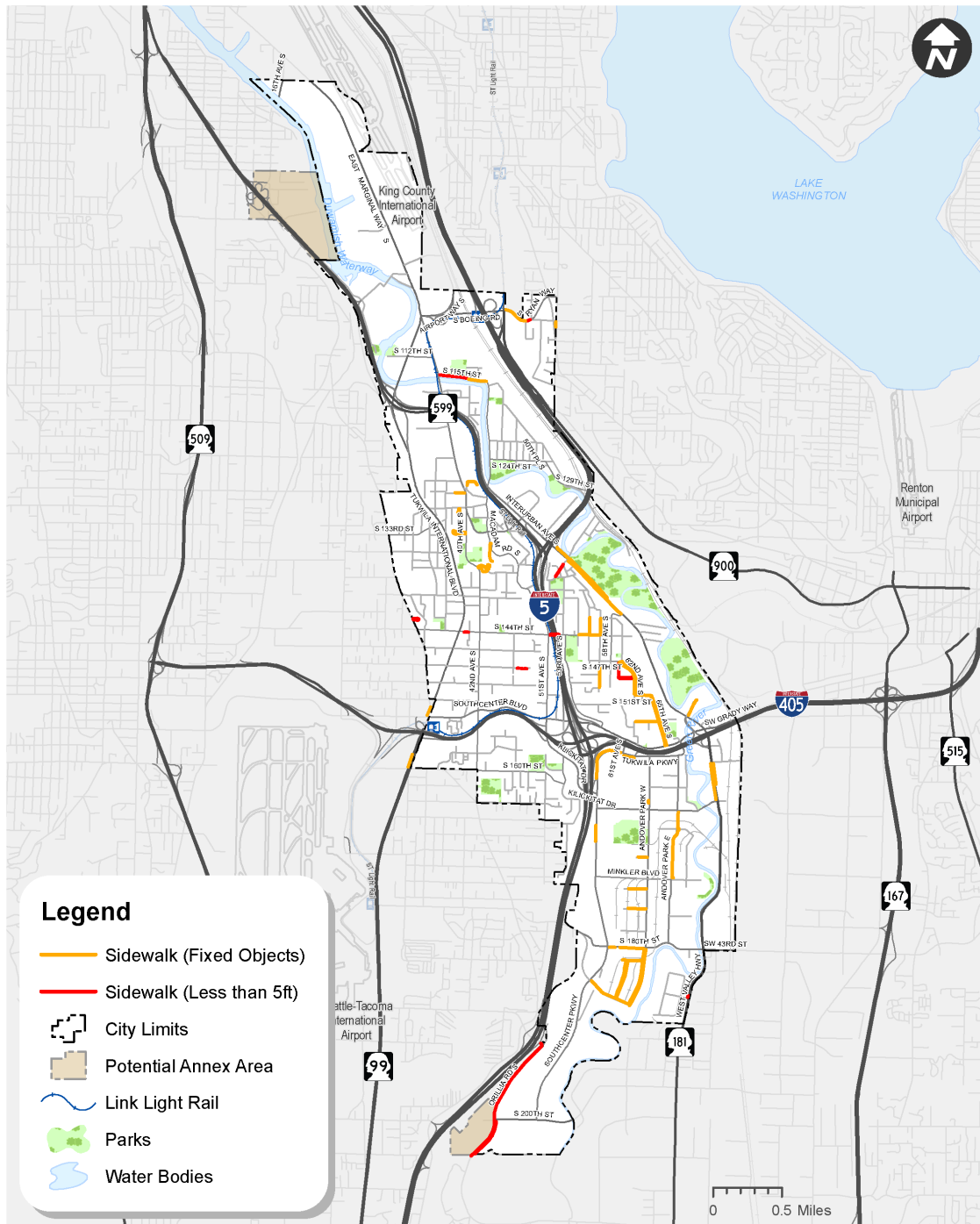
Sidewalk Width

Tukwila ADA Transition Plan

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FIGURE
2-7



Sidewalk Fixed Obstacles & Barriers

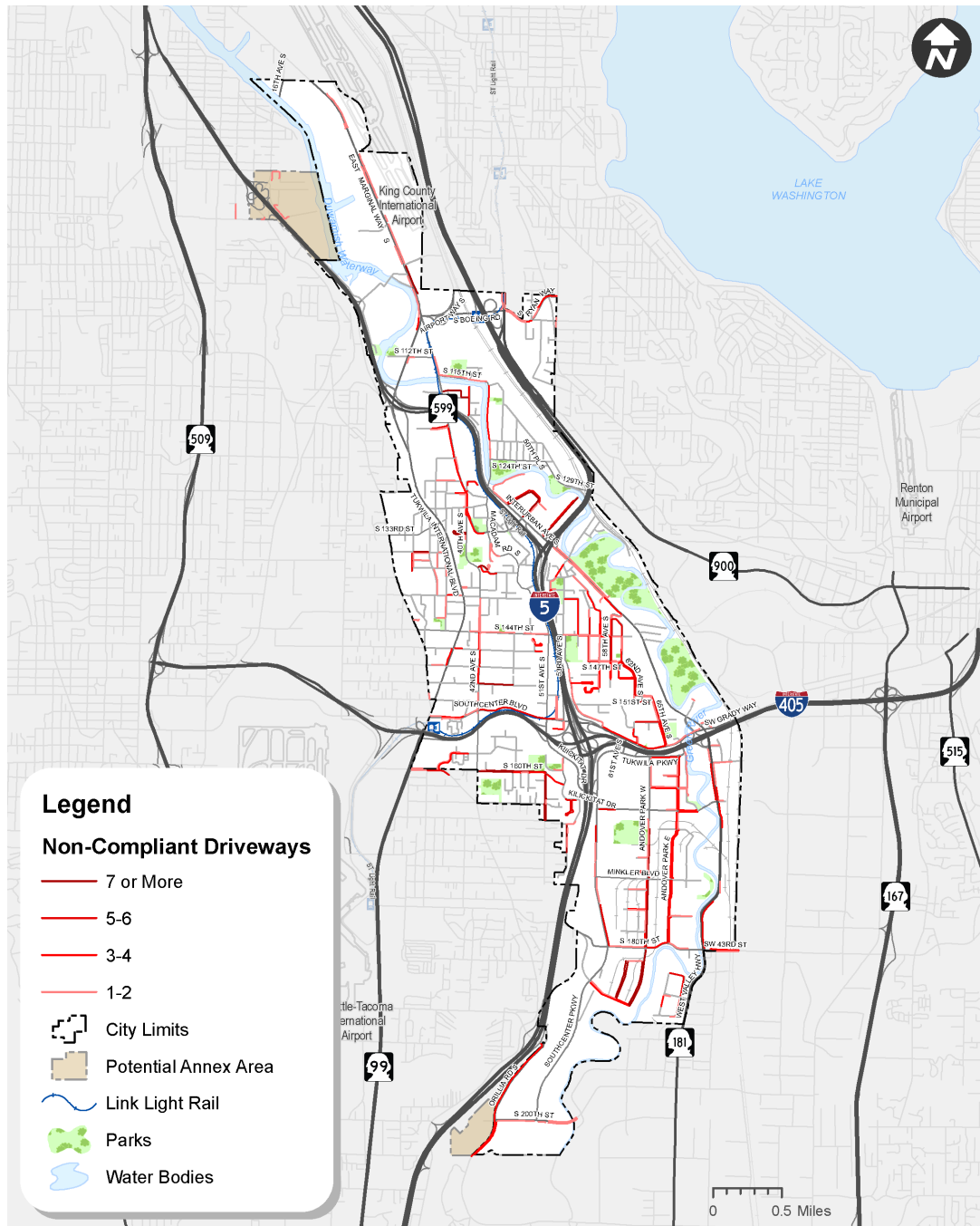
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FIGURE

2-8



Sidewalk With Non-Compliant Driveways

Tukwila ADA Transition Plan

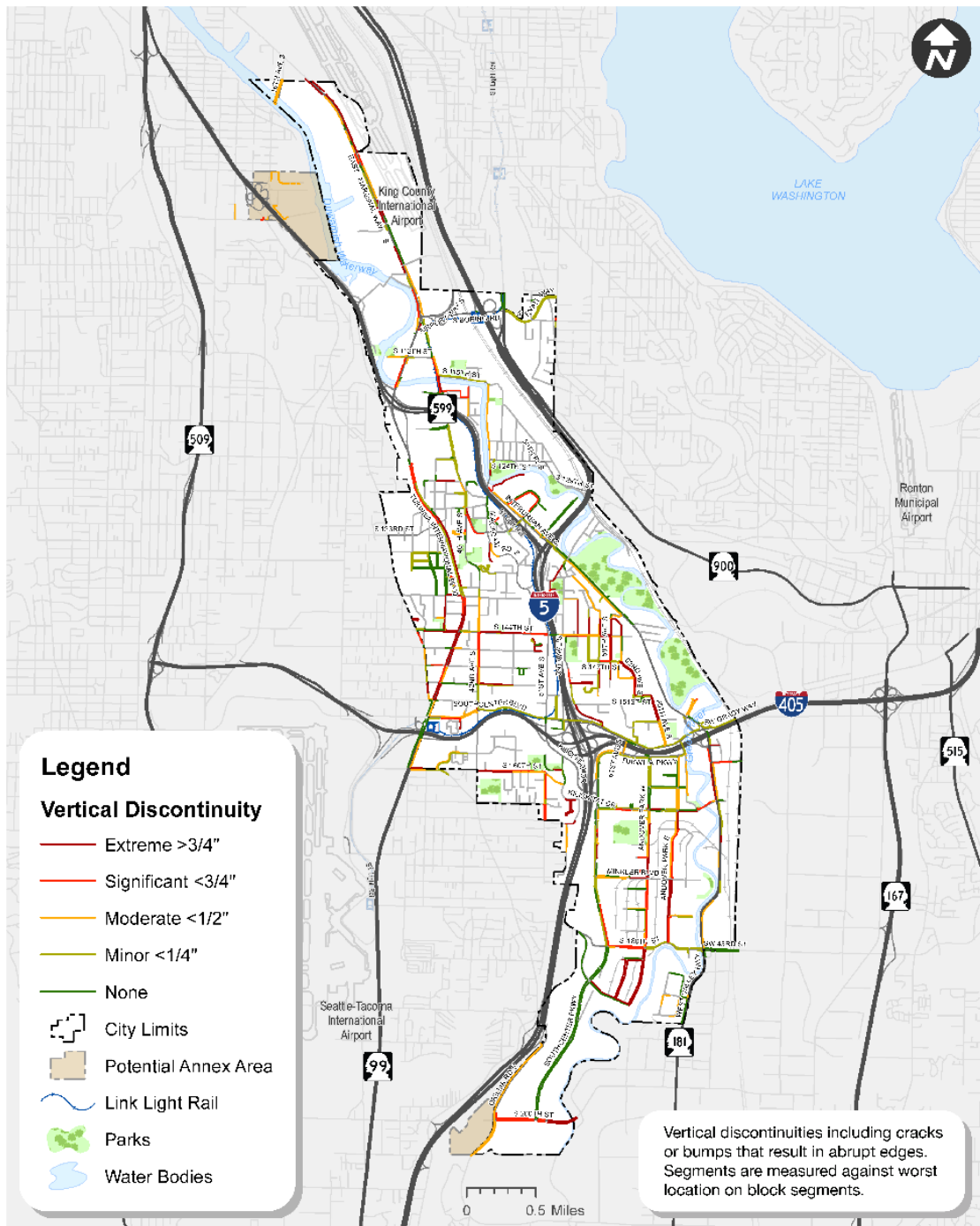
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Sidewalk Vertical Discontinuity

Tukwila ADA Transition Plan

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2.3.2.3 Signal Push Buttons

Accessible Pedestrian Signals and Push Buttons is an integrated system that communicates to pedestrians in a visual, audible, and vibrotactile manner when to cross a street at a signalized intersection. Non-compliance is often primarily attributable to:

- Use of Style H-1 Push buttons
- Other non-APS style push buttons

While crossings with push buttons provide dedicated crossing time to the pedestrian, the use of APS push buttons are required to meet ADA standards. Non-APS locations in the City may be attributed to the crossing having not been upgraded since the requirement was put into place. All push buttons must be upgraded to APS when adjustments to the pedestrian push button crossing system are made at the location.

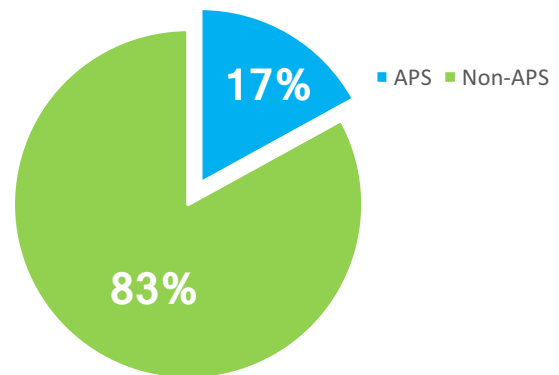
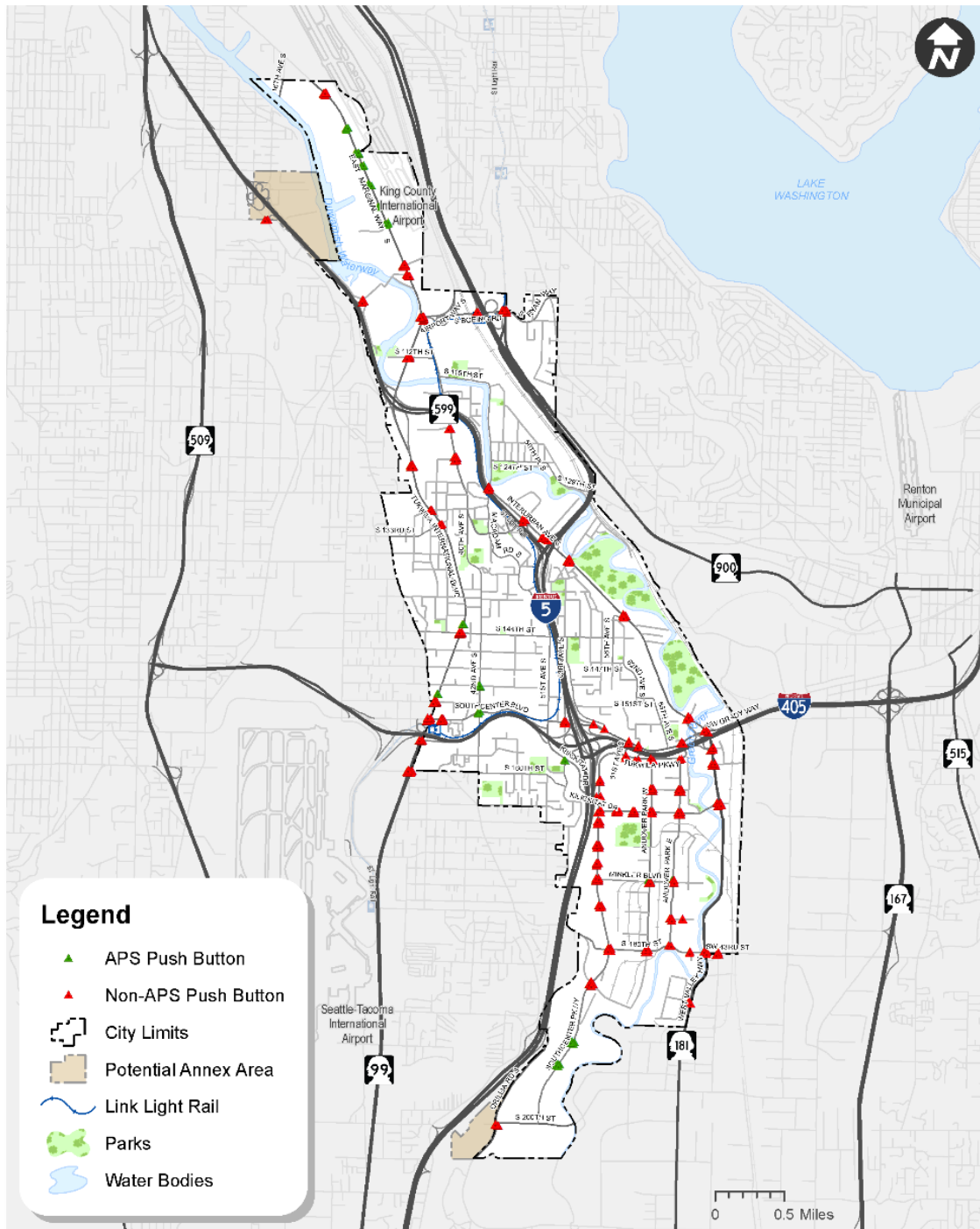


Figure 2-12 [Preliminary] Locations with Non-APS push buttons



Signal Push Buttons: APS and Non-APS

Tukwila ADA Transition Plan

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3 STAKEHOLDER ENGAGEMENT

Public and stakeholder input is an essential element in the transition plan development and self-evaluation processes. ADA implementing regulations require public entities to provide an opportunity to interested persons, including individuals with disabilities or organizations representing individuals with disabilities, to participate in the self-evaluation process and development of the transition plan by submitting comments (28 CFR 35.105(b) and 28 CFR 35.150(d)(1)). There were three primary goals for the public outreach activities prior to adopting the plan:

- Meet Title II requirements for public comment opportunity.
- Inform the public about the City's plan and processes regarding removal of barriers to accessibility within the right-of-way. Provide information to assist interested parties to understand the issues faced by the City, alternatives considered and planned actions.
- Obtain public comment to identify any errors or gaps in the proposed accessibility transition plan for the public rights of way, specifically on prioritization and grievance processes.

3.1 ENGAGEMENT METHODS

3.1.1 Open House

An open house event was held on January 13th, 2016 at the Valley View Sewer District offices. The objective of this event was to engage the community on the federal requirements for ADA planning and educate participants on the City's ADA Transition Plan development. Activities included a combination of presentations and interactive displays to obtain community input on issues and priorities.



Open house board for capturing public priorities

An interactive exercise was conducted as part of the open house activities. It provided an opportunity for attendees to provide input on the Plan's priority strategies. The exercise assisted in identifying key themes to move forward in development of the Plan. Participants were asked to select their highest priorities related to physical obstacles and key destinations. This exercise provided valuable input on the perspectives of the users and facilitated discussion regarding the Plan priorities.

Announcements for the open house noted that materials in alternative languages and formats were available upon request.

3.1.2 Project Website and E-mail address

The City of Tukwila developed a project website: <http://www.TukwilaWA.Gov/ADATransitionPlan> for easy on-line access to project information and ways to provide feedback. The Draft and Final ADA Transition Plan documents were also available on the website. A project e-mail address ADAPLAN@TukwilaWA.Gov was also set up, allowing people to submit comments directly via e-mail.

3.2 MEETING ADA STANDARDS

Per 28 CFR 35.150(d)(1), public involvement is required as follows: A public entity shall provide an opportunity to interested persons, including individuals with disabilities or organizations representing individuals with disabilities, to participate in the development of the transition plan by submitting comments. A copy of the transition plan shall be made available for public inspection.

The Draft City of Tukwila Transition Plan was made available for public review and comment for a period beginning February 15th and ending March 31st, 2017. A link to the draft plan was provided on the City's project website.

The City also distributed copies of the draft plan to viewing locations around the City including *the office of the City Clerk, The Public Works permit center and the Tukwila Community Center*. Alternate accessible formats of the document were made available upon request, including Braille, large font, or audible versions. The City issued a citywide press release announcing the availability of the document.

A letter was sent to the disability groups within the City announcing the availability of the draft plan and directing interested stakeholders to the City's website and viewing locations.

Title VI Nondiscrimination Law

Title VI of the Civil Rights Act of 1964 is a Federal statute and provides that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. This includes matters related to language access or limited English proficient (LEP) persons.

The City of Tukwila ADA Transition Plan public participation process included translation service upon request for open house materials, draft plan and open house. Additionally, the open house was specifically held at the Valley View Sewer district because the building has better accessibility than City Hall and is in close proximity to cultural destinations of LEP communities.

4 BARRIER REMOVAL

Removal of accessibility barriers within the public right-of-way is the primary purpose of ADA transition plans. The following section documents the primary methods of barrier removal and contains recommended changes to city policies, practices and design standards to comply with state and federal requirements related to ADA accessibility in the public right-of-way.

4.1 BARRIER REMOVAL METHODS

The City can utilize a number of methods to remove accessibility barriers in the public right-of-way. These methods range from stand-alone projects, removal of barriers as part of other City roadway projects and removal of barriers by development. In order for these methods to be effective, City practice and design standards must comply with federal ADA guidance. If they are not, new or reconstructed pedestrian facilities may not be constructed to accessibility standards, requiring costly revision, and increasing the duration it will take the City to remove accessibility barriers.

4.1.1 Stand-Alone ADA Projects

As identified in the transition schedule, the City of Tukwila has committed to dedicated funding for ADA barrier removal projects targeted for removal of high-priority barriers as identified in the self-evaluation. The City already funds ADA improvements as a part of other projects, but by creating a dedicated funding stream for ADA barrier removal, investments can be targeted to those locations where improvements are most needed, rather than where other projects are funded.

4.1.2 New or Widened Roads

The Capital Improvement Program (CIP) defines and shows funding for the City's capital projects including street improvements ranging from minor street widening to street extension projects. A variety of short and long-range plans, studies and individual requests help identify projects which are then included and prioritized. The City of Tukwila updates its CIP bi-annually and coordinates with other jurisdictions, WSDOT, and the community at-large with regards to timing and project priorities.

Pedestrian improvements (new or replacement) are generally included as part of these street improvements and using this plan, accessibility barriers are now easier to identify and include in CIP projects.

4.1.3 Street Overlays

To maintain the City's street system in good condition, the City completes street overlay projects which includes reconstruction of part of the

roadbed. These projects are required to reconstruct non-compliant curb ramps. Street overlays have been one of the primary methods that accessibility barriers, especially related to curb ramps, have been removed within the City.

4.1.4 Traffic Signal Upgrades

The City upgrades existing traffic signals for a variety of reasons, often with the goal of reducing vehicle congestion. When these upgrades occur, the City has the opportunity to ensure that push buttons and pedestrian signals meet current accessibility standards including: button location and position; non-visual format of indicating “WALK” and “DON’T WALK” using audible tones; and vibrotactile surfaces.

4.1.5 Utility Upgrades or Repairs

Utility upgrades or repairs to water, sewer, communication or electrical systems can impact the pedestrian network. The City should work internally and with utility partners to ensure that pedestrian facilities are rebuilt to be ADA compliant if altered by projects.

4.1.6 Private Development

Even with a variety of City funded accessibility improvements, it will take many years to remove accessibility barriers or remove sidewalk gaps. Redevelopment of properties such as construction of new housing or commercial buildings or major remodels can provide a valuable boost to barrier removal efforts. For example, non-accessible driveways represent a major barrier within the City, representing roughly 20% of the overall transition plan cost.

4.2 BARRIER REMOVAL RECOMMENDATIONS

An assessment of City policies, practices and design standards, as documented in Chapter 2, was conducted to understand the process that results in barriers to accessibility in the public right-of-way. This assessment was informed through a review of adopted City plans, field observations, discussions with City staff and a detailed design audit (see Appendix D).

The recommendations included below were developed in response to this assessment and have been written in such a way that recommended actions are clearly identified and progress on each specific recommendation can be easily tracked and updated.

Recommendation 1: Updated City design to match the PROWAG guidance

Status: Underway

A detailed audit of City design standards using the Proposed Accessible Guidelines for Pedestrian Facilities in the Public Right-of-Way (PROWAG), WSDOT Design Manual (July 2013) and WSDOT Field Guide (2012) was conducted to inform Chapter 2. This audit, which is included in Appendix D, recommends a number of specific changes to the City's Infrastructure Design Standards (Infrastructure Manual) including additional construction tolerances or more details defining maximum slopes. Recommendations for the design of sidewalks, crosswalks, curb ramps, signals and other areas such as work zones are also identified. The City should update the Infrastructure Manual or adopt design standards from another agency that meet PROWAG standards.

**Recommendation 2: Identify an official responsible for Transition Plan implementation within the Public Works Department
Status: Completed (October 2016)**

The Director of Public Works has been identified as the official responsible (see Section 6.1 Official Responsible for more information). This position, often referred to as the "ADA Coordinator", is one of the four major federal requirements for every ADA transition plan. The ADA Coordinator is responsible for facilitating city transition planning such as responding to grievance requests.

**Recommendation 3: Adopt a Citywide APS policy
Status: Completed (October 2016)**

Accessible Pedestrian Signal (APS) policies serve as a means for cities to be consistent with ADA requirements at traffic signals. The APS policy covers the location and means of communication for APS devices that "communicate information about pedestrian timing in nonvisual formats such as audible tones, verbal messages, and/or vibrating surfaces" (MUTCD). The City has an adopted APS policy (see Section 6.4)

**Recommendation 4: Educate City staff, consultants, and contractors on PROWAG standards
Status: Pending**

Transition plans are often a learning experience for City staff, consultants, and contractors alike since they change existing practices and expectations. The City should use updates to the City's design standards as an opportunity to teach and learn about accessibility and the barriers that those with limited mobility or sight experience when traveling in the City's public right-of-way. Education can take many forms from review of

updated design standards with key individuals such as field inspectors and contractors, development and review of City specific design standards or checklists with City engineers, or training from groups that serve those with disabilities.

Recommendation 5: Clarify and enforce requirements around accessibility through construction zones

Status: Underway

Work zones should provide the same level of accessibility as permanent pedestrian facilities covered by ADA requirements. Pedestrian accessibility must be maintained in areas of street construction and maintenance. Tukwila should review standards and policies to ensure that alternative walking routes are secured within designated work zones.

Recommendations 6: Develop a standard grievance process for barriers in the public right-of-way

Status: Underway

Public entities subject to Title II of the ADA are required to adopt and publish a grievance procedure as part of their transition plan. A grievance process allows community members to formally report denial of access to a City facility, program, or activity on the basis of disability. It is recommended that the City of Tukwila adopt a grievance process that is easy to initiate, transparent and responsive.

A process like this could include a two-step approach to comply with the requirement for grievance procedures. The first step of the process would be to file a "Request for Service" and the second step to file for a "Grievance".

A Request for Service allows the public to request accommodations or barrier removal. A request should be possible in-person, by telephone, by mail, or via e-mail and should be recorded in the Public Work' Maintenance Management System (MMS). Information on how to file this should be easily accessible. The recording of the request is critical for recordkeeping and to evaluate the Department's response to ADA-related requests.

The second step, a Grievance, is used to report denial of access to a City facility, activity, or program. A Request for Service should be required prior to submitting a grievance. The City should then acknowledge, review the filing, and respond within a set number of days upon receipt. A clear process for appeal of a Grievance decision should be communicated if a denial is issues.

Recommendation 7: Develop a consistent and centralized MEF documentation database

Status: Underway

Maximum extent feasible (MEF) is policy that dictates that alterations to the public right-of-way that could affect the usability of a facility must be made in an accessible manner to the maximum extent feasible. ADA Standards for Accessible Design (2010) dictates that:

Each facility or part of a facility altered by, on behalf of, or for the use of a public entity in a manner that affects or could affect the usability of the facility or part of the facility shall, to the maximum extent feasible, be altered in such manner that the altered portion of the facility is readily accessible to and usable by individuals with disabilities, if the alteration was commenced after January 26, 1992.

The City of Tukwila should adopt a MEF documentation process and standard template for the documentation of maximum extent feasible when addressing new or altered construction. This documentation should be stored in a centralized location and be linked to the City's GIS ADA self-assessment database to ensure consistency of data.

Consolidation of past MEF records into this data is also recommended to allow the City to identify if pedestrian facilities in the GIS self-assessment were subject to an MEF, and should therefore be removed from the City's list of barriers. A template example has been provided in Appendix F.

Recommendation 8: Develop performance measures and processes to track removal of barriers

Status: Underway

The primary purpose of an ADA transition plan is to develop a plan for removal of accessibility barriers. In order to show progress towards this requirement, the City should develop a process of tracking barrier removal on a year by year basis. It is recommended that the City actively updated the GIS ADA self-assessment database developed for this plan, tracking how and when ADA barriers are removed. This data can be used to provide annual updates on progress and demonstrate to the public as well as federal regulators that the City is making progress to meet Title II requirements.

Recommendation 9: Begin to work on other Title II required elements such as public buildings and parks

Status: Pending

Title II, “protects qualified individuals with disabilities from discrimination on the basis of disability in services, programs, and activities provided by State and local government entities.” and extends beyond accessibility within the public right-of-way. The City should develop a plan for meeting other Title II requirements such as removal of barriers in public buildings, programs and parks.

5 IMPLEMENTATION

5.1 APPROACH

Development of an implementation plan and transition schedule included three steps once the Citywide barrier assessment was complete. First, all pedestrian facilities with an identified barrier were prioritized based on two factors, the severity of the barrier and the proximity that facility to public destinations. Next, a planning level cost estimate was developed to provide an estimate of the financial resources needed to remove all barriers. Finally, a schedule was developed based on the annual financial resources the City Council has allocated to barrier removal. The following chapter describes these steps in more detail.

5.2 PRIORITIZATION

To focus City efforts toward facilities that pose the largest barrier within the public right-of-way, an analysis of the accessibility of each pedestrian facility and its proximity to public destinations such as schools, libraries, parks, transit, and city buildings was completed. The result of this analysis is a prioritized list of projects, with the highest benefit projects identified for removal first.

To complete this assessment, a multi-criteria analysis was conducted to determine which facilities do not meet existing sidewalks and curb ramp standards. Each attribute collected in the field was compared against PROWAG requirements as outlined in Chapter 2.

If the facility does not meet PROWAG criteria or is located near public destinations, points were assigned, with the number of points dependent on the relative importance or proximity. Sidewalks or curb ramps with poor PROWAG compliance and a number of proximate destinations received a high score and are prioritized for removal while PROWAG compliant ramps far from public destinations have a score of zero. Missing sidewalks or curb ramps were assigned the greatest number of points.

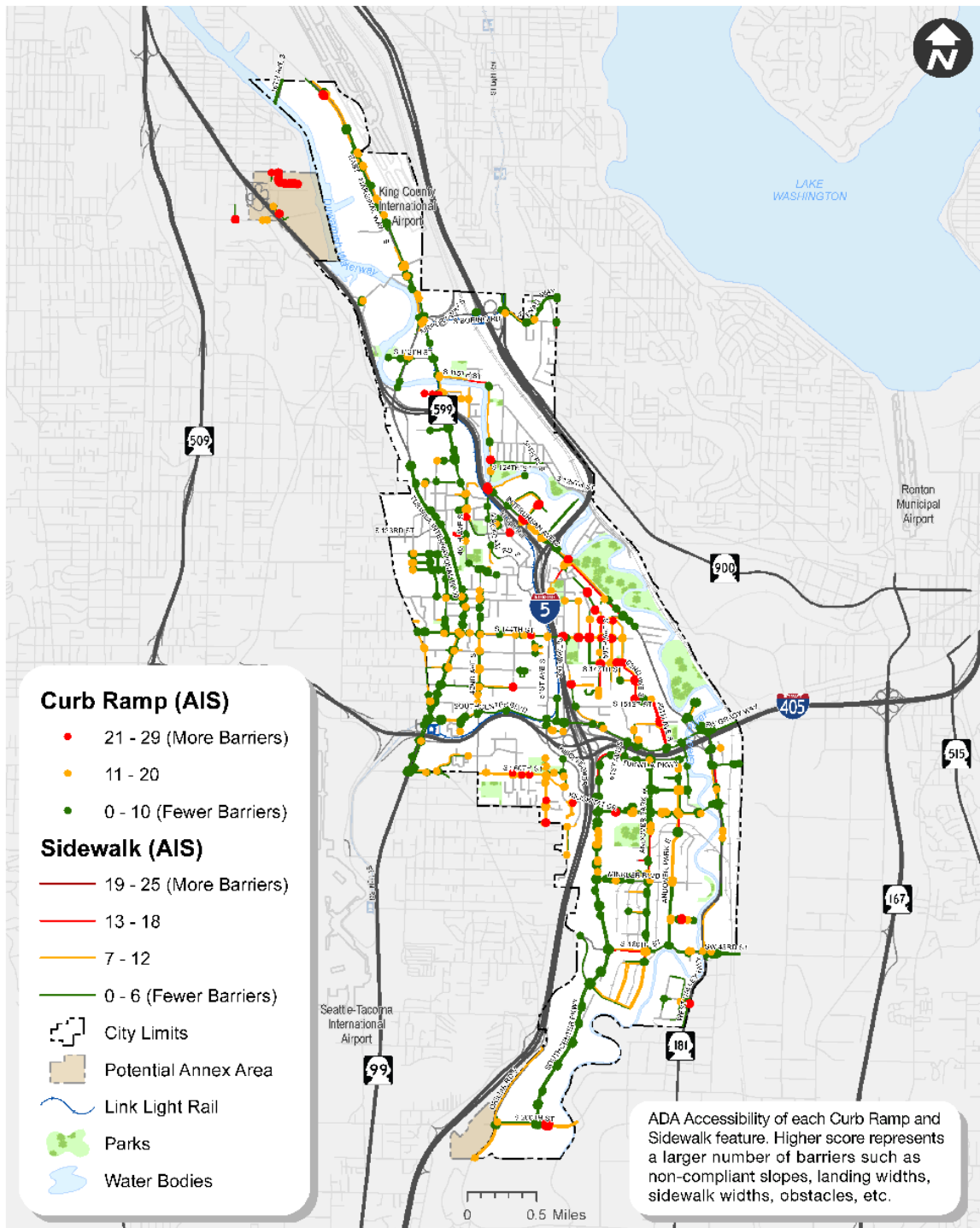
5.2.1 Accessibility Index Score

A number of criteria were used to establish the extent to which each pedestrian facility did or did not present a barrier to accessible mobility. Table 5-1 shows these criteria, the threshold used to identify them as a barrier, and the score used to indicate the severity of each barrier relative to each other.

Table 5-1 – Accessibility Index Score Value

Accessibility Index Score	Criteria	Threshold	Score
Sidewalks			
	Width	< 48 inches	3
	Cross Slope	> 2%	2
	Condition	< Average	3
	Vertical Discontinuity	> Minor	4
	Fixed Obstacles	Present	6
	Moveable Obstacles	Present	2
	Protruding Obstacles	Present	3
	Non-Compliant Driveways	Present	2
	Maximum Sidewalk (AIS) Score		25
Curb Ramps			
	Landing	Not Present	5
	Landing Width	< 48 inches	3
	Ramp Width	< 48 inches	3
	Ramp Running Slope	> 8.3%	4
	Ramp Running Cross Slope	> 2%	2
	Truncated Domes	Not Present	3
	Flare Slope	> 10%	2
	Gutter Slope	> 2%	1
	Lip	> 1/4 Inch	2
	Landing Clear Space	< 4ft x 4ft	2
	Landing Cross Slope	> 4%	2
	Maximum Curb Ramp (AIS) Score		29
Missing Curb Ramps			
	All Curb Ramp Criteria (Maximum)	-	29
Signal Push Buttons			
	H-Style Non-APS Push Button	-	5
	Other Non-Standard Push Button	-	10

Facilities with a higher Accessibility Index Score (AIS) presented a large accessibility barrier and are shown in Figure 5-1 as red dots or lines. Facilities with fewer or no barriers are shown in Figure 5-1 as green. As shown on Figure 5-1, sidewalks and curb ramps in the residential area bounded by I-5, I-405 and the Green River have a high concentration of barriers, where facilities along Tukwila International Boulevard or other newer roads have fairly few barriers.



Accessibility Index Score (AIS) Composite

Tukwila ADA Transition Plan

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FIGURE
5-1

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5.2.2 Location Index Score

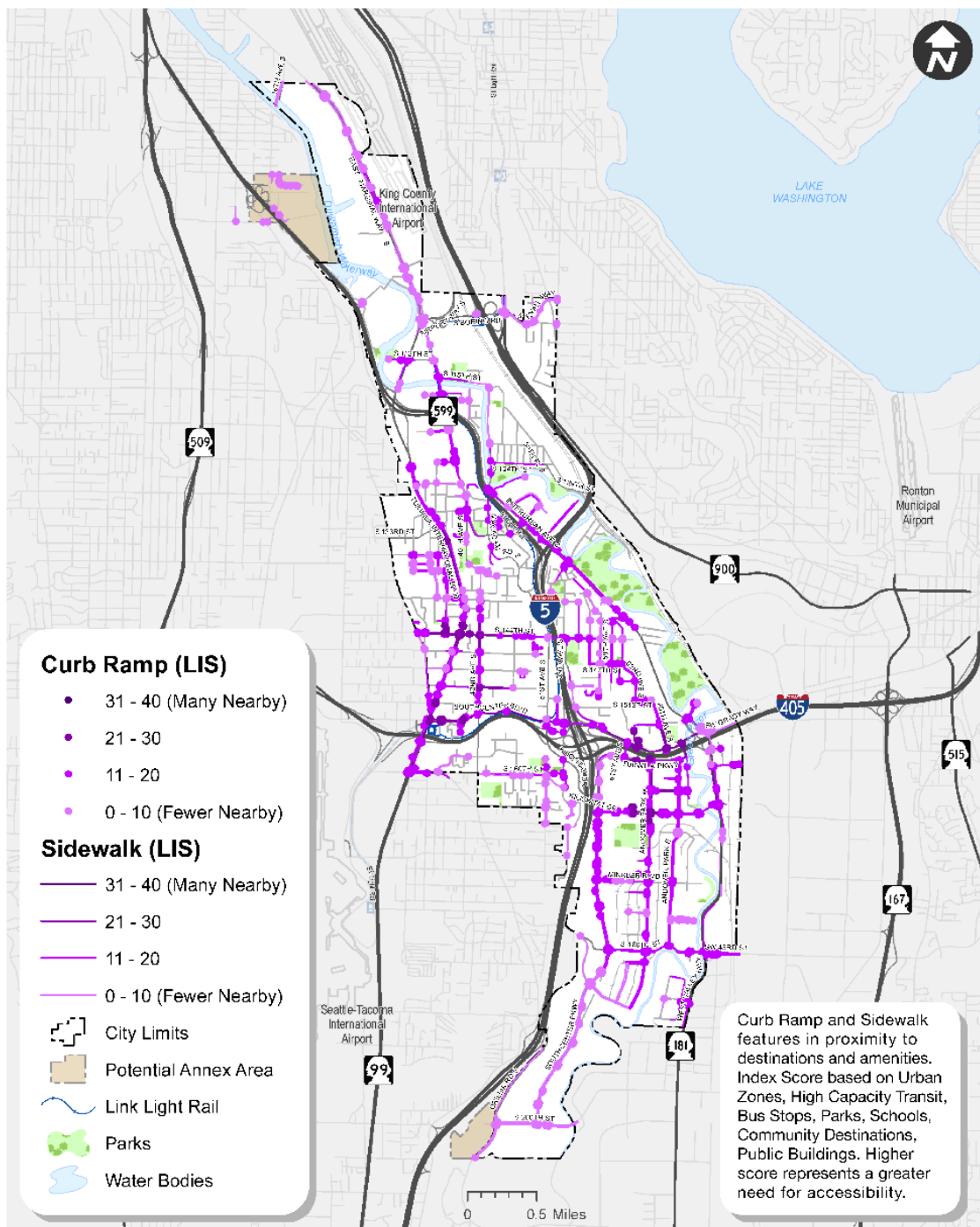
Similarly, a number of destinations were used to identify high priority pedestrian facilities within the City. This was done by identifying public destinations such as public buildings, transit and parks and identifying pedestrian facilities within close proximity of one or more of these destinations.

Pedestrian facilities within the identified proximity were assigned points based on each destination they were close to (See Table 5-2). This measure was called the Location Index Score.

Table 5-2 – Location Index Score Value

Location Criteria	Rating Criteria	Possible Score
Schools		-
Proximity to Schools	Within 1/8-mile radius of school	5
Walk-To-School Route	Within safe routes to school zone	5
Parks	Within 1/8-mile radius of park	5
Transit		-
High-Capacity Transit Stops	Within 1/8-mile of high-capacity transit stop	5
Transit Bus Stops	Within 1/8-mile of transit stop	5
Traffic Signal/Roundabout	Within 1/8-mile of signal or roundabout	5
Public Buildings	Within 1/8-mile of location	5
Downtown / Urban / Commercial	Within 1/4-mile radius of Downtown, Urban and Commercial Business Center Zoning	5
Business Centers		-
Community Defined Destinations	Within 1/8-mile of location	5
Total Location Index Score (LIS)		40

Figure 5-2 below is a graphic representation of this scoring process. Darker locations indicate areas with a high concentration of pedestrian destinations while lighter areas represent areas with a low concentration of these destinations.



Location Index Score (LIS) Composite

Tukwila ADA Transition Plan

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FIGURE

5-2

5.2.3 Barrier Removal Priorities

By combining the Accessibility Index Score and Location Index Score together, a Composite Index Score was developed. Together, these measures prioritize barrier removal at locations where pedestrian facilities present a barrier and where pedestrians would be expected.

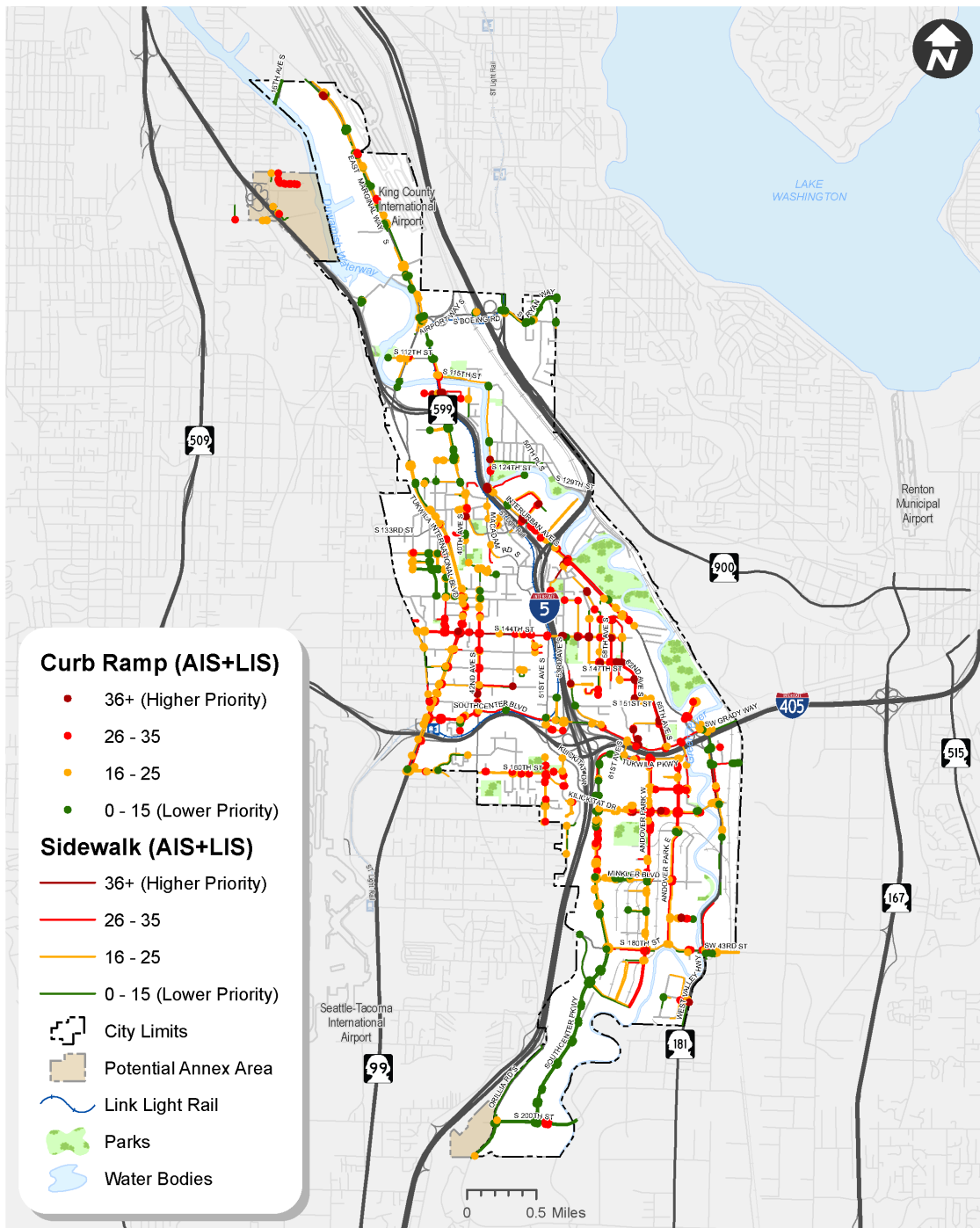
Facilities with the highest score should be addressed first (36+ points) and represent facilities that present a clear physical barrier and are in high-demand areas. Facilities with lower scores should be address last (0 to 15 points), have minor barriers, and are in locations where pedestrian demand would be expected to be lower. These scores are relative, comparing one facility to the other. The ranges for medium and high priority were defined based on review of the identified barriers and assessment of the relative barrier they present. It should be noted that while some barriers are lower, they still should be removed.

Figure 5-3 shows the sidewalk and curb ramp priority by locations in with dark red indicating the highest priority and the lowest priority barriers in green. Figure 5-4 shows pedestrian push buttons at signalized intersections and uses the same color range.

A tabular representation of this data has also been shown in Table 5-3 below, using the same ranges.

Table 5-3 ADA Deficiencies by Type and Priority

ADA Deficiency	Unit	Lower	Medium	High	Highest
<u>Sidewalks</u>					
Non-Compliant Sidewalk Width	LF	605	209	184	61
Non-compliant sidewalk slope	LF	5,529	22,040	15,608	1,882
Non-compliant driveways	EA	102	505	300	26
Non-compliant vertical discontinuity	LF	1,028	7,120	5,773	618
Sidewalk fixed obstacles (Trees)	EA	9	69	66	1
Sidewalk fixed obstacles (Utility Poles)	EA	-	2	14	3
Sidewalk fixed obstacles (Fire Hydrants)	EA	-	5	1	-
Sidewalk fixed obstacles (Mailboxes)	EA	-	12	11	-
<u>Curb Ramps</u>					
Curb ramps without truncated domes	EA	21	63	34	2
Crossings with missing curb ramps	EA	-	-	21	44
Substandard ramp landings	EA	16	128	193	57
Non-compliant ramp width or slope	EA	28	171	248	57
<u>Push Buttons</u>					
Locations without APS push buttons	EA	77	225	59	1



Accessibility (AIS) & Location (LIS) Combined Score

Tukwila ADA Transition Plan

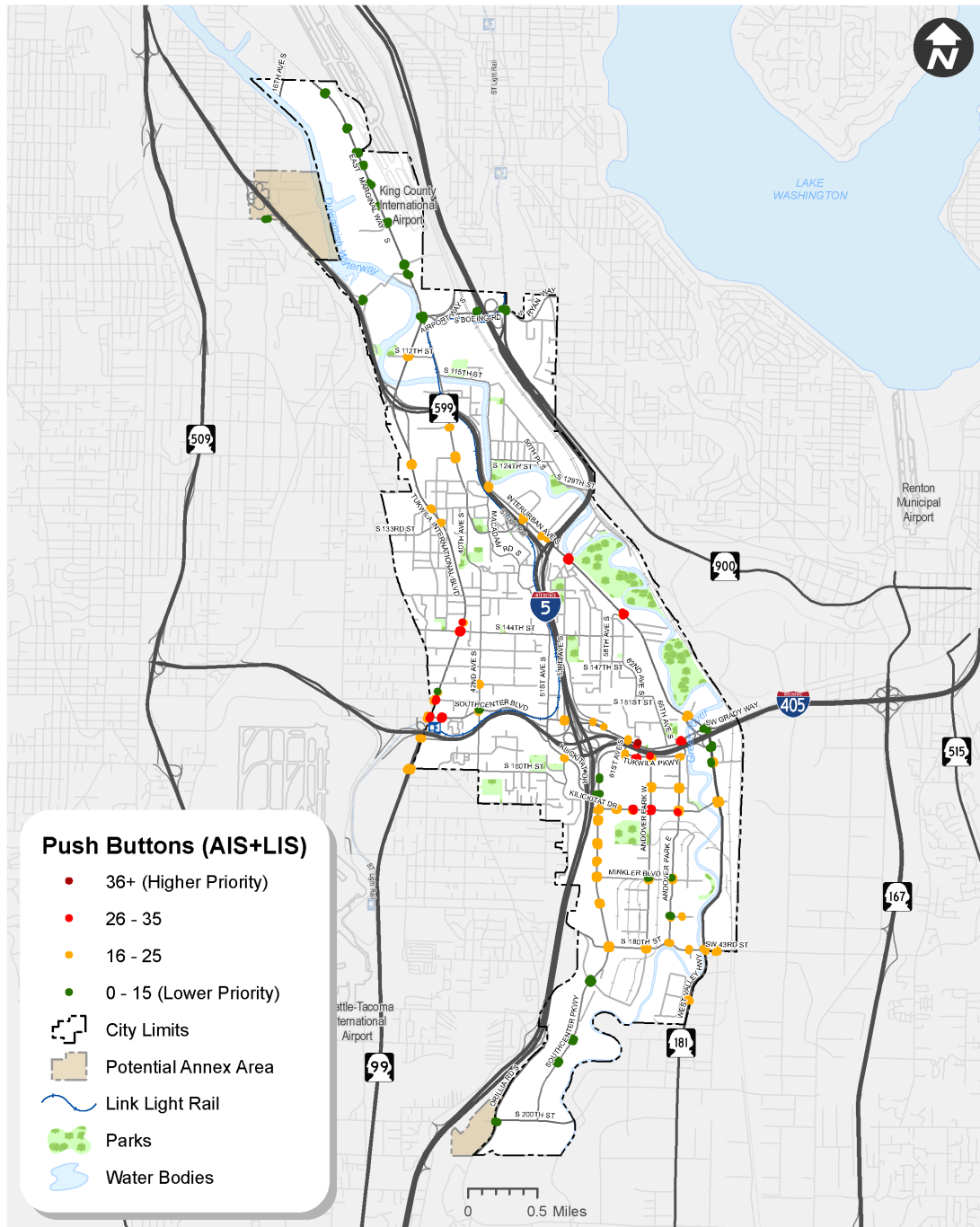
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FIGURE

5-3

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Accessibility & Location Combined Score (Signal Push Button) FIGURE

Tukwila ADA Transition Plan

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5-4

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5.3 TRANSITION PLAN COST AND SCHEDULE

A key requirement of an ADA Transition Plan is development of a schedule which shows how long it will take the City to remove accessibility barriers. Understanding the financial resources needed to remove accessibility barriers is essential for developing such a schedule.

5.3.1 Process

Unit costs were developed to address ADA barriers described in Chapter 2. The barriers include various levels of expense and are separated into cost estimates for sidewalks, curb ramps and pedestrian push button improvements.

A final cost estimate was determined using information from the data inventory and calculated using current year construction costs, as shown in Appendix E. The cost estimates are meant to assist in determining a schedule for the completion of the barrier removal process as a tool to help the City plan funding for the full removal of barriers over a number of years. By funding the program substantially in the near-term (1-5 years) it allows the City to address many barriers at the onset while lowering the total number of years needed to fully fund the program.

5.3.2 Cost Estimate Assumptions

Planning level cost estimates were determined using data gathered during the inventory process and unit costs from the City and WSDOT. Sidewalk and curb ramp ADA deficiencies were totaled using their respective unit – linear feet for sidewalks, and number of facilities for curb ramps.

To avoid overestimation of non-compliant facilities assumptions were made when necessary to address the reasonableness of the unit cost. Other factors such as contingency, design, mobilization and traffic control were added to the sidewalk and curb ramp barrier removal cost subtotal. Right-of-way and any other ROW associated costs were not captured in the cost estimation. The cost estimation worksheet should be updated as the City completes barrier removal projects, additional facilities are determined to be non-compliant, or the assumed project costs change.

5.3.3 Planning Level Cost Estimate

The planning level cost estimate to remove all identified barriers is \$8,057,000 (in 2016) including construction, design, mobilization, contingency and other construction related contingencies. Table 5-4 below shows a detailed accounting of each type of barrier, how each barrier would be resolved and the associated cost. Non-compliant sidewalks represent the largest overall cost, followed by non-compliant driveways and curb ramps at roughly the same overall total cost.

Table 5-4 ADA Barrier Removal Cost Estimates

ADA Deficiency	Improvement Type	Total Price
<u>Sidewalks</u>		
Non-Compliant Sidewalk Width	Sidewalk improvements (upgrade/reconstruct existing 6' wide sidewalk)	\$37,039
Non-compliant sidewalk slope	Sidewalk improvements (upgrade/reconstruct existing 6' wide sidewalk)	\$1,982,581
Non-compliant driveways	New driveway with sidewalk	\$1,118,400
Non-compliant vertical discontinuity	Sidewalk improvements (sidewalk grinding)	\$363,453
Sidewalk fixed obstacles (Trees)	Sidewalk improvements (Tree removals)	\$147,900
Sidewalk fixed obstacles (Utility Poles)	Sidewalk improvements (Relocate Utility Poles)	\$17,100
Sidewalk fixed obstacles (Fire Hydrants)	Sidewalk improvements (Relocate Fire Hydrant)	\$15,000
Sidewalk fixed obstacles (Mailboxes)	Sidewalk improvements (Mailbox, Remove & Relocate)	\$4,600
Subtotal		\$3,687,000
<u>Curb Ramps</u>		
Curb ramps without truncated domes	New perpendicular curb ramp	\$48,000
Crossings with missing curb ramps	New curb ramps	\$104,000
Substandard ramp landings	Curb ramp improvement (upgrade/install top landing)	\$78,800
Non-compliant ramp width or slope	Curb ramp improvement (reconstruct existing)	\$887,040
Subtotal		\$1,118,000
<u>Push Buttons</u>		
Locations without APS push buttons	Upgrade existing traffic signal to APS	\$749,340
Subtotal		\$750,000
Total		\$5,555,000
<i>Contingency@ 10%</i>		\$556,000
<i>Design @ 12%</i>		\$667,000
<i>Mobilization @8%</i>		\$445,000
<i>TESC + Traffic Control @ 15%</i>		\$834,000
Total 2016 Dollars		\$8,057,000

Figure 5-5 below separates the total barrier removal cost by category with very high and high priority projects representing a total cost of \$469,000 and \$2,799,000 respectively. Curb ramps represent the largest cost item for very high priority barriers.

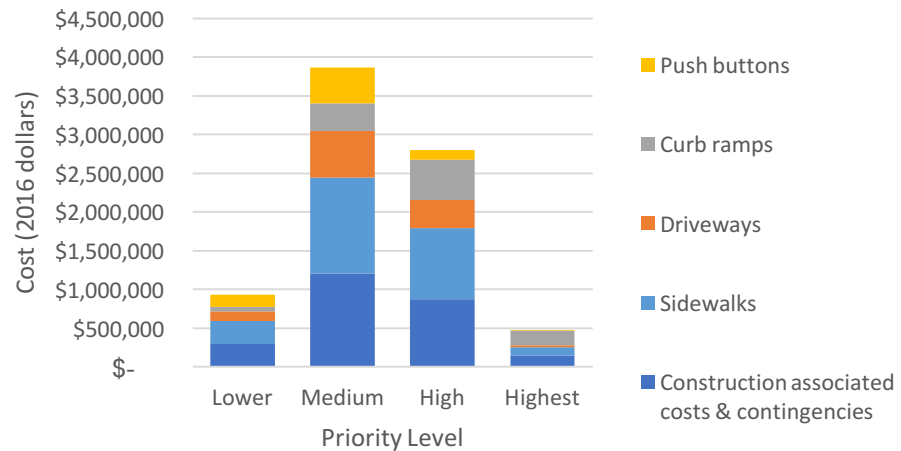


Figure 5-5 Planning Level Cost Estimate by Priority Level and Facility Type

5.3.4 Schedule

Based upon the self-assessment and planning-level cost estimates, the City of Tukwila anticipates the removal of the highest priority barriers within the first two years of the plan's adoption. With \$200,000 programmed in the CIP per year towards ADA improvements over the next 5 years and ensuring ADA compliance of all capital improvements projects, private development and other right-of-way construction, the City of Tukwila's objective is to address all known deficiencies within 20 years. This schedule can be accelerated if the City budgets more for barrier removal or other funding sources can be leverage to remove barriers faster.

Table 5-5 Barrier Removal Duration by Priority Level

	Barrier Priority			
	Lower	Medium	High	Highest
Cost Estimate	\$935,000	\$3,870,000	\$2,799,000	\$469,000
Annual Investment	\$200,000	\$200,000	\$200,000	\$200,000
Transition Duration (individual/ cumulative)	5 years/ 40 years	19 years/ 35 years	14 years/ 16 years	2 years/ 2 years

6 CURRENT PRACTICES

This chapter documents key pieces of information which are critical for ongoing plan implementation. This information is likely to change over the lifetime of the plan such as the official responsible for plan oversight or progress report on barrier removal. This section is meant to act as a “living document” which should be updated to represent current practices or information.

This section is updated as of: Nov 2016

6.1 OFFICIAL RESPONSIBLE

- Official Responsible - Bob Giberson, Public Works Director
- Mailing Address - 6300 Southcenter Blvd. Tukwila, WA 98188
- Phone Number - (206) 433-0179
- Email - Bob.Giberson@TukwilaWA.gov or ADAPLAN@TukwilaWA.gov

6.2 CURRENT GRIEVANCE PROCESS

- See Appendix G

6.3 MAXIMUM EXTENT FEASIBLE DATABASE AND PROCESS

- See Appendix F

6.4 APS POLICY

- See Appendix H

6.5 ACCESSIBILITY OF ADA TRANSITION PLAN INFORMATION

To be finalized upon adoption of the plan.

6.6 BARRIER REMOVAL PERFORMANCE MONITORING

The plan is currently less than a year old so it represents the most recent available data.

MEF Template

Project Description

Highway Parameters

- Design Matrix:
- Highway Classification:
- Design Class:
- Design Speed/Posted Speed:
- Design Year ADT:
- Truck Percentage:
- Access Control:

Existing Pedestrian Facilities – general description (for new construction projects include a summary of the project pedestrian study)

Pedestrian Design Standards – cover the following subjects

- Discuss the criteria that apply to the pedestrian elements on the project that will be built to the Maximum Extent Feasible
- Include reference(s) to the appropriate DM section(s) [including revision date]

Alternative(s) analysis - needed for new construction projects only

Proposal – cover the following subjects

- What features will remain that meet guidelines
- What features are being built to guidelines
- What is being built to the maximum extent feasible

Justification

- Discussion of what constraints/challenges there are to meet full design level
- See worksheet

Additional Benefits – new construction projects

Attachments

MEF Template – Alteration Project Example

Project Description

This Alteration project will mill & fill SR “A” (from edge line to edge line) with 0.15’ HMA (Class 1/2" PG 64-22) from MP 4.03 to 4.45 and from MP 4.71 to 6.89. This project will overlay the roadway (from edge of pavement to edge of pavement) with 0.20’ HMA (Class 1/2" PG 64-22) from MP 4.45 to 4.71. There is no proposed paving on the County Roads.

Highway Parameters

- Design Matrix: 5-1 (HMA/PCCP)
- Highway Classification: Non-NHS, U-1, Urban Principal Arterial.
- Funding Program: P1 – Paving
- Posted/Design Speed: Mainline - 55/60 mph
- Average Daily Traffic: 25,000 (per Project Definition)
- Truck %: 9% (per Traffic Operations)
- Access Management Classification: Currently classified as Managed Access Class 3. On Master Plan for Modified Limited Access

Existing Pedestrian Facilities

There are five curb ramps and eight sidewalk ramps (from sidewalk to shoulder) located along SR “A” within the paving limits of this project. All five curb ramps and seven of the eight sidewalk ramps do not meet current ADA standards. One sidewalk ramp is located north of the “X” Street intersection (east side – E1, meets guidelines) at the north end of the sidewalk.

There are curb ramps and sidewalk ramps located at the four corners of the “Y” Avenue signalized intersection. Pedestrians can cross this intersection via six curb ramps and four marked crosswalks.

There are curb ramps and sidewalk ramps located at the southwest and northwest corners of the “Z” Way signalized tee intersection. Pedestrians can cross this intersection via three curb ramps and two marked crosswalks. There is one unmarked crossing on SR “A” located at the north side of this intersection. The unmarked crossing meets ADA standards, but the curb ramp located at the west side of the unmarked crossing does not meet ADA standards. This curb ramp is for the marked crosswalk on “Z” Way, is outside of our paving limits, and will not be addressed.

Pedestrian Design Standards

Curb Ramps – Landing, DM Section 1510.09(2)(d), July 2011

The running and cross slopes of a curb ramp landing shall be 2% maximum.

This also implies that the gutter slope adjacent to a curb ramp landing shall be 2% maximum.

Proposal

Curb Ramps and Ramps (from sidewalk to shoulder)

North of the “X” Street intersection (west side - W4)

This sidewalk ramp will be upgraded to meet City of Tukwila standards.

“Y” Avenue Intersection

Three of the four proposed curb ramps and all four proposed sidewalk ramps at the “Y” Avenue intersection meet current City of Tukwila standards. Proposed curb ramp "Y" Avenue SW2, located at the southwest corner, is designed to the maximum extent feasible.

Proposed curb ramp "Y" Avenue SW2 will maintain its current landing location to accommodate two crosswalks. All curb ramp elements will meet current City of Tukwila standards, except for the proposed gutter slope (4.4%) and landing cross slope (5.0%). These two elements will maintain the existing gutter slope >2%.

“Z” Way Intersection

The two proposed sidewalk ramps at the “Z” Way intersection meet current City of Tukwila standards. Proposed curb ramp “Z” Way SW2, located at the southwest corner, is designed to the maximum extent feasible.

Proposed curb ramp “Z” Way SW2 will maintain its current landing location to minimize the gutter slope and landing cross slope. All curb ramp elements will meet current City of Tukwila standards, except for the proposed gutter slope (7.4%) and landing cross slope (7.9%). These two elements will maintain the existing gutter slope >2%.

Justification

To construct the curb ramps to be 100% compliant would require re-profiling the existing roadway. This type of major reconstruction is not feasible in this type of Alteration project.

To construct the curb ramps while maintaining the existing profile of the roadway would require rebuilding the roadway adjacent to the proposed curb ramps. The rebuilt roadway would not eliminate the transition from the 2% cross slope of the curb ramps as it matches into the steeper cross slopes of the existing crosswalks but would simply move the transition further into the active traveled roadway. The result would be a grade change transition within the driving lane that would be undesirable.

Attachments

Vicinity Map

Spreadsheet

Curb Ramp Geometrics

Plan Sheets



City of Tukwila Grievance Procedure Under The Americans with Disabilities Act

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, facilities and programs. The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 180 calendar days after the alleged violation to:

ADA Coordinator, Bob Giberson PE
Director of Public Works
6300 Southcenter Blvd, Suite 100
Tukwila, WA
Phone 206-433-0179
Fax 206-431-3665

Within 15 calendar days after receipt of the complaint, the ADA Coordinator, or his/her designee (hereafter "ADA Coordinator") will meet with/contact the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting/discussion, the ADA Coordinator will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the City of Tukwila and offer options for substantive resolution of the complaint.

City of Tukwila policy governs employment-related complaints of disability discrimination. Employment related or benefits complaints or grievances should be in writing and contain detailed information about the alleged discrimination. The complaint should include any departments and names that are associated with the complaint. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.

Complaints should be submitted by the grievant and/or his/her designee as soon as possible but no later than 30 calendar days after the alleged violation to the ADA Coordinator.

If the response by the designated ADA Coordinator does not satisfactorily resolve the issue, the complainant may appeal the decision within 30 calendar days after receipt of the response to the:

**The City Administrator,
6200 Southcenter Blvd
Phone 206-433-1850**

Within 15 calendar days after receipt of the appeal, the City Administrator or his/her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the City Administrator his/her designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the ADA Coordinators or appeals to the City Administrator or his/her designee, and responses from these offices will be retained by the City of Tukwila for at least three years.

Alternative formats available upon request



City of Tukwila

Allan Ekberg, Mayor

6200 Southcenter Blvd Tukwila, WA 98188

GRIEVANCE OF DISCRIMINATION ON THE BASIS OF DISABILITY AGAINST CITY OF TUKWILA, WASHINGTON

This form may be used by a qualified individual with a disability who believes he or she has experienced discrimination based on disability status in admission to, access to and treatment in facilities, programs, services, or activities provided by the City of Tukwila. An authorized representative may file on behalf of a qualified person with a disability. Grievances on behalf of classes of individuals are also permitted. Information requested on this form must be filled out completely to help us expedite processing your grievance.

Please submit your grievance within 180 calendar days of the alleged discriminatory act. The ADA Coordinator will send you a written receipt of your grievance and will forward a copy of this grievance form to the City of Tukwila Department named as respondent. The ADA Coordinator or his/her designee ("Coordinator") will be assigned to work on your grievance.

The Coordinator is responsible for facilitation and coordination of responses to disability access grievances. The Coordinator is available to provide a variety of services such as coordination of meetings between the parties, technical assistance to the department on requirements, regulations and reasonable accommodations, or other services as requested or deemed appropriate by the department. When a response to a grievance includes work activities with completion dates in the future, the Coordinator will monitor work activities until the activities have been completed.

If the grievant does not agree with the resolution to the grievance proposed by the department, he/she may submit a written request for a different resolution to the City Administrator within thirty (30) days of the grievant's receipt of the department's response.

You do not need an attorney to file or pursue this grievance. However, you may wish to seek legal advice regarding your rights under the law.

If you need assistance completing this form or have questions regarding rights and protections of the grievance procedure, contact us at the address below.

Please submit this completed form to:

**ADA Coordinator, Public Works Department
6300 Southcenter Blvd, Suite 100
Tukwila, WA 98188
206-433-0179 Voice
7-1-1 TTY**

Grievant Contact Information:

Name			
Street address	City	State	Zip code
Work phone #	Home phone #	Message phone #	
E-mail address			

1. Aggrieved party contact information (if different from grievant):

Name			
Street address	City	State	Zip code
Work phone #	Home phone #	Message phone #	
E-mail address			

2. Name of respondent: City of Tukwila, Washington

3. Department or agency (if known): _____

4. Address/location (if known): _____

5. Date of incident(s) giving rise to this grievance: _____

6. City employees you have dealt with regarding the incident(s) (name, position, agency):

7. Witnesses/others involved (name, address, telephone number)

8. Statement of grievance:

Include all facts upon which the grievance is based (attach additional sheets if needed)

9. Describe how the aggrieved party's physical and/or mental disability substantially impacts a major life activity.

10. In the grievant's view, what would be the best way to resolve the grievance?

11. Has the grievant filed a lawsuit, complaint, or grievance regarding this matter anywhere else? If yes, give the name and address of each place where you have filed:

I affirm that the foregoing information is true to the best of my knowledge and belief. I understand that all information becomes a matter of public record after the filing of this grievance.

Signature or Mark of Aggrieved Party, and/or

Date

Signature or Mark of Grievant (if different)

Date



City of Tukwila

Allan Ekberg, Mayor

6200 Southcenter Blvd Tukwila, WA 98188

REQUEST FOR ACCOMMODATION OR BARRIER REMOVAL

Title II of the American with Disabilities Act Section 504 of the Rehabilitation Act of 1973



Please type or print legibly.

Name of person making request: _____ Date of request: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone Number: _____ E-mail address: _____

If person needing accommodation is not the individual completing this form, please enter:

Name: _____ Telephone Number: _____

Other Contact Information: _____

Check one: ☐ Accommodation ☐ Barrier Removal

Accommodation needed or location of barrier: _____

Brief statement of why the accommodation is needed or the barrier removed: _____

Date accommodation is needed: _____

Signature: _____ Date: _____

Please give the completed form to the department where accommodation is needed or send to:

**Bob Giberson PE, ADA Coordinator/Director of Public Works 6300
Southcenter Blvd Suite 100, Tukwila, WA 98188, Phone 206-433-0179, Fax
206-431-3665**

For more information or assistance in completing the form, please contact the ADA Coordinator.

Alternate formats available upon request



Policy for Installation of Accessible Pedestrian Signals and Pushbuttons

Intent:

It is the City's intention to be consistent with the most current version of the Public Right of Way Access Guidelines (PROWAG) in the provision of and location of accessible pedestrian signals and pushbuttons¹ (APS) at traffic signals. Further guidance is available in 28 CFR Part 36 and MUTCD section 4E.09.

Purpose:

The purpose of this policy is to establish a reasonable and consistent policy for installing APS.

Scope²:

1. *Requests*: Requests for APS signals from the public will be responded to in a timely manner³ and the consideration for installation will be done in accordance with applicable sections of the ADA.
2. *New construction*: New construction of traffic signal projects requires installation of APS and associated accessible features when pedestrian signals are installed.
3. *Curb ramp replacement at traffic signals*: Altering or replacing curb ramps does not require installation of APS unless the curb ramp cannot be altered or replaced without the alteration, installation or replacement of any pole to which a pedestrian push button is attached. Then, installation of APS on poles in accessible locations is required (see 5. below).
4. *Minor work and routine maintenance at traffic signals*: Projects, including but not limited to: emergency repairs⁴, signal timing adjustments (including signal phasing or coordination changes), vehicular detection installation and repairs, installation and repair of CCTV or other cameras, vehicular signal head upgrades and repairs, and repair of pedestrian detection do not require installation of APS and associated accessible features.
Signal controller software upgrades and repairs and/or cabinet upgrades and repairs that do not alter the operation or display of pedestrian signals do not require installation of APS and associated accessible features.
5. *Other traffic signal projects*: For traffic signal improvement projects that are not new construction, minor work and routine maintenance or curb ramp replacement projects:
 - a. Where the project scope, includes the alteration, installation or replacement of any pole to which a pedestrian push button is attached, installation of APS on poles in accessible locations is required. Relocation of poles may be required to achieve accessibility. Construction or alteration of curb ramps is not required.
 - b. Where the project scope, does not include the alteration, installation or replacement of any pole to which a pedestrian push button is attached,

installation of APS at existing push button locations is required. Relocation of poles, construction or alteration of curb ramps, etc. is not required.

- c. Signal controller software upgrades and repairs and/or cabinet upgrades and repairs that alter the operation or display of pedestrian signals require installation of APS at existing push button locations. Relocation of poles, construction or alteration of curb ramps, etc. is not required.
- d. Adding or revising pedestrian signal heads or pedestrian detectors require installation of APS at existing push button locations. Relocation of poles, construction or alteration of curb ramps, etc. is not required.
- e. In addition to the areas above, APS will be installed through fulfillment of the city's obligations to complete its ADA Transition Plan.

¹ An Accessible Pedestrian Signal and pedestrian pushbutton is an integrated device that communicates information about the WALK and DON'T WALK intervals at signalized intersections in non-visual formats (i.e., audible tones and vibro-tactile surfaces) to pedestrians who are blind or have low vision.

² Items presented in no particular order.

³ Timely manner means, at minimum, discussing the proposed timeframe with the requestor and agreement on a date for installation of APS.

⁴ 3 Emergency repairs include repairs such as the replacement of a traffic control signal component with a replacement component that is similar in physical appearance and operation.